

Message Text

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FM SECSTATE WASHDC

TO AMEMBASSY ROME

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E.O. 11652: N/A

TA,S: AFSP

SUBJECT: LOCAL WAGE/FRINGE BENEFIT SURVEY

(1) DOCTOR FREDERICK BAIRDAIN AND DOCTOR EDITH BAIRDAIN WILL ARRIVE BEFORE OCTOBER 1 TO CARRY OUT LOCAL WAGE SURVEY. PRECISE ITINERARY WILL BE PROVIDED AS SOON AS POSSIBLE. THEY WOULD PREFER TEMPORARY APARTMENT SPACE IF AVAILABLE. IF NOT, PLEASE RESERVE APPROPRIATE HOTEL SPACE AS CLOSE AS POSSIBLE TO EMBASSY. SIX WEEKS IS ESTIMATED DURATION OF SURVEY. IN ANTICIPATION OF THE SURVEY, THE EMBASSY IS REQUESTED TO MAKE THE PREPARATIONS OUTLINED BELOW.

(2) THREE DUPLICATE SETS OF CURRENT POSITION DESCRIPTIONS (PD'S) FOR ALL POSITIONS. EACH MUST HAVE A UNIQUE POSITION CONTROL IDENTIFICATION NUMBER (ATTACHED TO THE POSITION AND ITS PD - NOT TO AN EMPLOYEE).

(3) EACH PD SHOULD HAVE UPON THE FIRST PAGE:

(A) OFFICIAL POSITION TITLE AS IT APPEARS ON THE POST'S

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POSITION ALIGNMENT LIST;

(B) POSITION DESCRIPTION IDENTIFICATION NUMBER ;

(C) THE CURRENTLY APPROVED CLASS-LEVEL (POSITION-GRADE)
APPLICABLE TO THE PD (NOT REPEAT NOT TO THE INCUMBENT);

(D) INDICATION THAT THE CLASS-LEVEL SHOWN HAS CURRENT
OFFICIAL APPROVAL (AS DISTINGUISHED FROM "RECOMMENDED"
OR SUGGESTED").

(E) THE LAST DATE ON WHICH THE PD WAS REVIEWED AND
APPROVED BY A U.S. EMPLOYEE.

(4) NOTE THAT THE FOREGOING ITEMS OF INFORMATION ARE
VIRTUALLY STANDARD INFORMATION AND USUALLY APPEAR IN
ANSWER TO PRINTED ITEMS IN THE HEADING OF THE PD. IN
ADDITION TO THIS STANDARD IDENTIFYING INFORMATION, THE
FOLLOWING ITEMS SHOULD BE SHOWN ON EACH PD:

(A) THE NAME OF THE INCUMBENT;

(B) PERSONAL GRADE/STEP OF THE INCUMBENT (OR AN INDICATION
THAT THE POSITION IS VACANT).

(5) EACH OF THE THREE SETS OF PD'S SHOULD BE ORGANIZED
DIFFERENTLY AND PLACED IN THREE-RING BINDERS:

(A) ONE SET OF ALL CURRENT PD'S GROUPED BY FSL GRADE
LEVEL;

(B) ONE SET OF ALL CURRENT PD'S GROUPED BY ORGANIZATIONAL
UNIT -- THAT IS, ALL POLITICAL, ALL CONSULAR, ALL ADMIN.
ETC. IF THERE IS A FURTHER SUBDIVISION WITHIN UNITS, FOR
EXAMPLE -- BUDGET AND FISCAL SECTION, OR GENERAL SERVICES
SECTION WITHIN THE ADMINISTRATION UNIT --- THESE SUB-
DIVISIONS SHOULD BE SHOWN;

(C) ONE SET OF ALL CURRENT PD'S ORDERED BY PD IDENTIFICA-
TION NUMBER.

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(6) CURRENT POST STAFFING PATTERNS SHOULD BE AVAILABLE
AND AS A MINIMUM SHOULD SHOW FROM LEFT TO RIGHT:

(A) PD IDENTIFICATION NUMBER;

(B) POSITION TITLE AS SHOWN ON POSITION ALIGNMENT LIST;

(C) POSITION GRADE;

(D) INCUMBENT'S NAME;

(E) INCUMBENT'S PERSONAL GRADE/STEP;

(F) INCUMBENT'S SALARY IN LOCAL CURRENCY;

(G) ANY OTHER DESIRED DETAILS. THERE SHOULD BE NO DISCREPANCIES IN THIS INFORMATION BETWEEN PD'S AND STAFFING PATTERNS. CURRENT POSITION ALIGNMENT LISTS SHOULD ALSO BE AVAILABLE.

(7) ADDITIONAL SPECIFIC EMBASSY PERSONNEL STATISTICAL INFORMATION IS ALSO REQUESTED:

(A) AVERAGE LENGTH OF SERVICE OF LOCAL EMPLOYEES;

(B) AVERAGE NUMBER OF SICK LEAVE TAKEN BY LOCAL EMPLOYEES FOR 1975 AND 1974;

(C) AVERAGE NUMBER OF CHILDREN FOR ALL LOCAL EMPLOYEES;

(D) NUMBER OF EMPLOYEES ON CSR; NUMBER NOT ON CSR.

(8) THE FOLLOWING COUNTRY-SPECIFIC DATA IS NEEDED:

(A) A TRANSLATED SUMMARIZED DIGEST -- REPEAT, SUMMARIZED, NOT A GOVERNMENT ISSUED MANUAL -- OF GOVERNMENT SOCIAL INSURANCE PLANS AND LABOR LEGISLATION CURRENTLY IN FORCE.

(B) A LIST OF CANDIDATE COMPANIES FOR COVERAGE IN THE SURVEY; SEPARATE LISTS FOR EACH LOCATION IF DIFFERENT POSTS
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HAVE DIFFERENT SALARY SCHEDULES. BRIEFLY DESCRIBED, THE LIST SHOULD CONTAIN APPROXIMATELY 15 COMPANIES INCLUDING LEADING TRANSNATIONAL, AREA, AND COUNTRY FIRMS REPRESENTING CONSIDERABLE DIVERSITY OF ACTIVITIES. FOR EACH, INDICATE BRIEFLY: TYPE OF BUSINESS; APPROXIMATE NUMBER OF EMPLOYEES IN COUNTRY, OWNERSHIP DETAILS; RELATIONSHIP TO GOVERNMENT, IF ANY.

(9) ORGANIZATION CHARTS OR MANNING TABLES SHOWING ALL EMPLOYEES AND THEIR REPORTING RELATIONSHIP SHOULD BE AVAILABLE FOR EACH OF THE LARGER ORGANIZATIONAL UNITS.

(10) A BRIEF DESCRIPTION OF THE NATIONAL EDUCATION SYSTEM, PARTICULARLY ITS STRUCTURE AND GRADE LEVELS.

(11) DRS. BAIRDAIN WILL REQUIRE OFFICE SPACE, CLERICAL
AND TYPING ASSISTANCE, CALCULATORS, THE USUAL OFFICE
SUPPLIES AND EQUIPMENT AND TRANSPORTATION TO COMPANY
INTERVIEWS. ROBINSON

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